

# **COMMUNITY CARE LICENSING DIVISION**

*"Promoting Healthy, Safe and  
Supportive Community Care"*

## **TECHNICAL SUPPORT PROGRAM**

### **Self-Assessment Guide**

## **RESIDENTIAL CARE FACILITY FOR THE ELDERLY RESIDENT'S RECORDS**



**CDSS**

CALIFORNIA  
DEPARTMENT OF  
SOCIAL SERVICES

# **TECHNICAL SUPPORT PROGRAM RESIDENTIAL CARE FOR THE ELDERLY RESIDENT'S RECORDS**

This tool is designed to assist facility operators to perform periodic self-assessments of their resident records. It includes the most commonly required resident records. It is not an exhaustive list of all resident records. ***It cannot be used as a substitute for having a good working knowledge of all records required by regulation.*** Be sure that all documents are signed and complete. It is recommended that each box and/or space is marked to demonstrate that the entire form has been reviewed.

R = Reviewed

U = Updated

N/A = Not Applicable

Resident Name: \_\_\_\_\_ Date of Placement: \_\_\_\_\_

Review Date									Expires/ Updates Due
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Admission Agreement LIC 604A									
Identification and Emergency Info LIC 601									
Physician's Report/TB Test/Ambulatory Status LIC 602/602A									
Telecommunications Device Notification Form LIC 9158									
Medical Consent LIC 627C									
Preplacement/Resident Appraisal LIC 603/603A or 625									
Resident Cash Resources LIC 405									
Resident Property Record LIC 621									
Personal Rights LIC 613									
Medication Record LIC 622									
Advance Health Care Directive Information PUB 325									

Admission Agreement (LIC 604A)

Due Date: Within seven days of admission.

Updates Due: Upon modification of any terms of the agreement.

Identification and Emergency Information (LIC 601)

Due Date: Time of admission.

Updates Due: When any information on the form changes.

Physician's Report with Ambulatory Status and TB Test Results (LIC 602/602A)

Due Date: Prior to admission.

Updates Due: When there are significant changes in the resident's health that could affect his/her needs and services or continued placement. Physician's report must be done at least annually for residents with dementia

Telecommunications Device Notification Form (for residents with hearing impairments or other disabilities that would cause them to have difficulties using a telephone) (LIC 9158)

Due Date: At time of admission

Updates Due: When a resident without the form develops a disability that would cause him/her to have difficulty using a telephone

Medical Consent (LIC 627C) (Optional)

Due Date: Time of placement.

Updates Due: When there is a change of responsible party.

Preplacement/Resident Appraisal (LIC 603/603A or 625)

Due Date: Prior to admission.

Updates Due: Reappraisal must be done at least annually and when there are significant changes in the resident's physical, mental and/or social condition that could affect his/her needs and services or continued placement.

Resident Cash Resources (LIC 405)

Due Date: Upon receipt of any resident cash.

Updates Due: Upon receipt or disbursement of any resident cash.

Resident Property Record (LIC 621)

Due Date: Time of admission.

Updates Due: When resident property is added or removed.

Personal Rights (LIC 613)

Due Date: Time of admission.

Updates Due: None

Centrally Stored Medication Record (LIC 622)

Due Date: Upon receipt of any medication for resident.

Updates Due: When new medications or refills arrive, or when medications are destroyed.

Advance Health Care Directive Information (PUB 325)

Date Due: Provide PUB 325 at the time of Admission

Update Due: None